



MI Civil Service News

Did you know

- You can give blood every 56 days?
- Only 70% of the adult population can give blood but only 5% actually donate?
- Each blood donation can save up to three lives?



Volume 9
February 2006

INSIDE THIS ISSUE:

State Employee Blood Challenge	1
General Pay Increases	2
Dependent Audit Update	2
General HR Information	3-4
Voluntary Benefits for State Employees	4-5
State Board of Ethics Revises Rules	5
Events	6

STATE EMPLOYEE BLOOD CHALLENGE 2005-2006

State of Michigan employees are being challenged to roll up their sleeves and give the priceless gift of blood. The current blood drive began in November 2005 and ends in October 2006. The primary goal of this year's challenge is to increase blood donations from state employees by 20 percent from last year's results.

Hospitals depend solely on volunteer blood donors, yet only 5 percent of eligible adults donate blood. This results in critical shortages, especially under catastrophic conditions or when blood is needed because of an accident, surgery, or medical illness.

Employees can partici-

pate in competitions, and qualify for thank-you gifts, and prize drawings depending on how many times you donate!

Employee Incentives

- Every quarter, state employees who sign up to donate will be entered into a drawing for a getaway package.
- After your 2nd donation, you will receive an insignia baseball cap.
- After your 3rd donation, you will be entered into a drawing for a Mackinac Island getaway.



State employees can donate blood through drives held by state offices **and** community locations. Donations and attempted donations will be tracked on a **Blood Challenge ID Card**. For information regarding work locations and to download a Blood Challenge ID Card go to:

<http://www.michigan.gov/surgeongeneral/0,1607,7-216-38231--,00.html>

Donating blood is a form of giving that is unrelated to money. It costs nothing to give of yourself!

We hope you will take the time to help support the blood drive challenge. Someone's life is dependent upon it — perhaps even someone you know.

Department of Civil Service
James D. Farrell, Director

Our mission is to provide Human Resource Management Services, to attract and retain a diverse, productive, and creative workforce to help build an effective state government.

CIVIL SERVICE COMMISSION PAY ACTIONS

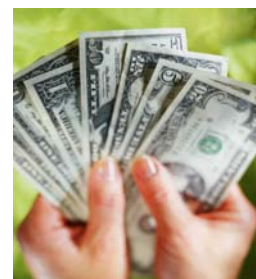


In 2004, the Civil Service Commission (CSC) approved the Coordinated Compensation Panel's recommendations for nonexclusively represented employees (NEREs) for fiscal year 2006. The CSC granted a 1% base wage increase which took effect October 1, 2005, and a 1% base wage increase to be effective April 9, 2006.

Three-year agreements were also approved by the CSC last year for

employees in the AFSCME, MCO, MSEA, SEIU, and UAW bargaining units. These agreements, effective fiscal years 2005-06, 2006-07, and 2007-08, provide for a 1% base wage increase already received October 1, 2005, provide for a 1% base wage increase effective April 9, 2006, a 2% base wage increase effective October 1, 2006, and a 2% base wage increase effective April 8, 2007. At its December 13,

2005 meeting, the Civil Service Commission also approved a 2% across-the-board base wage increase for all NEREs effective October 1, 2006, and a 2% pay increase effective April 8, 2007.



DEPENDENT AUDIT STATUS UPDATE



All 38,000 employees who claim dependents on their State of Michigan medical care plans have now been notified that they must provide proof of their dependent's eligibility for enrollment. To date, approximately 82% of those employees have responded.

We want to thank those of you who complied with this reporting requirement in a timely manner. If you

did not submit documentation required for continuation of your dependent's coverage, you are in jeopardy of losing that coverage.

Please keep in mind that the purpose of this audit is to reduce the state's expenditures for medical health care coverage of individuals who are not eligible for coverage.

Please address any questions regarding the

dependent benefit audit to:

MI HR Service Center
1-877-766-6447
or
517-241-8046 (TTY)

Thank you for your cooperation.

GENERAL HR INFORMATION

Many state employees do not have ready access to their human resources office when they have questions regarding their employment or simply don't have time to conduct research on the DCS Internet site.

This column will appear in future publications to provide information on various topics we think might be

of interest to you. For those of you who are already aware of the information we are presenting, please bear with us as some employees do not have access to the information. We would appreciate your input regarding future topics you feel would benefit the general state employee population.

Our first topic is the *Equitable Classification Plan*,



which is used to classify all positions in the classified state service.

INTRODUCTION TO THE *EQUITABLE CLASSIFICATION PLAN*

The classified state service encompasses a wide array of occupations to provide service to our public. There are currently 608 class series and 1,711 classifications within those series.

In order to manage the multitude of classifications, the Equitable Classification Plan (ECP) was implemented in stages beginning in 1990. It is the official classification plan, and is comprised of four broad groups of classifications.

Group One is comprised of classifications that are non-supervisory and do not require a bachelor's degree. Examples of classifications in this group are Accounting Assistant, Departmental Technician, Secretary, Maintenance Mechanic, State Police Trooper, Groundskeeper, Conservation Officer, Personnel Management Assistant, and Corrections Officer. The experienced level of each classification is signified by the letter "E".

Group Two is comprised of classifications that are professional (require a bachelor's degree or higher) and are non-supervisory. Examples of classifications in this group are Accountant, Departmental Analyst, Physician, Attorney, Registered Nurse, Information Technology Specialist, Transportation Engineer, Laboratory Scientist, Personnel Management Analyst, and Departmental Specialist. The experienced level of this group of classifications is signified by the letter "P".

Have you wondered ...

What is:

Group One

Group Two

Group Three

Group Four?

Continued on Page 4.....

Equitable Classification Plan Continued

If you do not know your classification title or classification group, you can find out by accessing your MI HR Self-Service Account at:

www.michigan.gov/selfserv

To find out more about the official classification plan, visit the DCS website at:

www.michigan.gov/mdcs

Link to:
Rules and Regulations,
Select Rules
or
Regulations,
Chapter 4

Group Three is comprised of supervisory and managerial classifications. In this group, the term “supervisor” means a position that has supervisory responsibility for non-professional positions. The term “manager” is used for classifications that have supervisory responsibility for professional positions. For example, a Departmental Supervisor supervises employees in Group 1, where a Departmental Manager supervises employees in Group 2 classifications.

Group Four is comprised of bureau chiefs, office heads, division heads, and their deputies, and organizationally or functionally equivalent positions. Classifications include State Bureau Administrator, State Office Administrator, State Division Administrator and Assistant Administrators for those classifications. Group Four also houses classifications in the Senior Executive Service (SES). SES classifications include Senior Chief Deputy Director, Senior Deputy Director, Senior Policy Advisor,

and Executive Assistants. Appointments to positions in the SES are limited to a period not to exceed two years, but may be renewed upon expiration of the contract.

Class specifications can be viewed at the Michigan Department of Civil Service’s website at:

www.michigan.gov/mdcs

Link to:
Employment Information,
Job Specifications,
& Wage Rate

INTRODUCING VOLUNTARY BENEFITS FOR STATE EMPLOYEES

The State of Michigan is now offering an employee-paid, optional coverage program called **Benefits for Life**. This program is designed to help you be safe, be protected and be prepared, and offers you the opportunity to apply for coverage in key benefit areas and continue that coverage should you change jobs or retire.

The **Benefits for Life** offerings do not replace your state-sponsored benefit plans. The program offers you additional financial protection, and the premiums are payable through the convenience of payroll deduction. The plans allow you to customize your coverage by choosing from a range of plans that offer a combination of benefits and features that can help meet your personal and family insurance needs.

Benefits for Life Coverage Options:

- ◆ **Supplemental Term Life Insurance** — financial protection that pays a lump sum benefit in the event of death.
- ◆ **Universal Life Insurance** — pays a lump sum benefit in the event of death and builds cash value. This also includes policy features which include a long-term care benefit which pays long-term care, home health care, and adult day care.
- ◆ **Critical Illness Insurance** — pays a lump sum cash benefit upon the first diagnosis of a covered critical illness, including cancer.
- ◆ **Auto and Home Insurance** — provides an exclusive discount on rates for auto and homeowners insurance.



(Benefits for Life continued on page 5.....)

STATE BOARD OF ETHICS REVISES RULES

The State Board of Ethics (Board) has revised its Rules of Practice and Procedure. The State Ethics Act, 1973 PA 196, MCL 15.341 et seq. enables the Board to change its rules. Only minor modifications to the rules have been made since they were promulgated in 1973.

The Board's rules provide a complaint process that allows any person to question the ethical conduct of an employee or public officer in accordance with the standards of conduct defined in Act 196. The rules also provide a mechanism for appointing authorities and employees to request an advisory opinion regarding potential conflicts with the standards of conduct.

The primary reasons for the rule changes are to better clarify require-

ments for filing complaints and requests for advisory opinions, to delineate the difference between "hearings" and "meetings," and to expand upon or clarify definitions used in the Board's rules. The changes also simplify the process for filing a complaint or requesting an advisory opinion.

As a state employee, it is your responsibility to know what is and is not appropriate ethical conduct. The State Ethics Act and the Board's Rules of Practice and Procedure are published on the Department of Civil Service website at:

www.michigan.gov/mdcs

Link to:
State Board of Ethics

Posters regarding standards of conduct can also be printed from this website to

place in your work areas. If you do not have access to the Internet to obtain this information or have any questions regarding the State Ethics Act or the Board's rules, please telephone (517) 373-3644, or e-mail:

EthicsBoard@michigan.gov

Please note: The State Ethics Act does not invalidate the necessity that you also abide by Civil Service Commission and department-specific work rules governing ethical conduct.

Additional information regarding Civil Service Rules governing ethical conduct can be found at:

www.michigan.gov/mdcs

Link to:
Rules,
Chapter 2 Employment
Provisions,
2-8 Ethical Standards &
Conduct

WHAT IS UNETHICAL CONDUCT?

The State Ethics Act defines unethical conduct as a violation of one or more of seven standards:

1. Unauthorized disclosure of confidential information,
2. representation of personal opinion as that of government agencies,
3. use of government resources for personal gain or benefit,
4. solicitation or acceptance of gifts or loans,
5. use of official position or confidential information for personal profit or financial benefit,
6. engaging in employment or rendering service which is incompatible with performance of official duties, and
7. participation in regulatory or supervisory functions over a business entity in which the officer or employee has a financial or personal interest.

VOLUNTARY BENEFITS

(Continued from page 4)

The **Benefits for Life** education and enrollment campaign is being conducted from February 13 through April 21, 2006. In most locations, Benefit Representatives will be available to meet individually with eligible employees to explain the new voluntary plans and to assist in the enrollment process. With your supervisor's prior approval, you may use administrative leave to attend an enrollment meeting. Look for worksite posters and information from your Department for enrollment dates and times at your location.

HAVE QUESTIONS?

**Call the Benefits for Life Call Center
888-VALUE-95 (888-825-8395)**

Representatives are available Monday thru Friday from 9:00 a.m. to 9:00 p.m. ET to assist you with basic program questions and to connect you to the appropriate third party on the nature of your call.



EVENTS

EVENTS

2006 Holidays		
Monday	January 2	New Years
Monday	January 16	Martin Luther King, Jr. Day
Monday	February 20	Presidents Day
Monday	May 29	Memorial Day
Tuesday	July 4	Independence Day
Monday	September 4	Labor Day
Tuesday	November 7	Election Day
Friday	November 10	Veterans Day
Thursday, Friday	November 23, 24	Thanksgiving
Monday, Tuesday	December 25, 26	Christmas

Civil Service Commission 2006 Meetings

May 2

July 18

October 3

December 5

(Meeting dates subject to change.)

We Welcome Your Comments

PLEASE CONTACT US BY E-MAIL AT:

MDCS-CIVILSERVICENEWS@MICHIGAN.GOV

OR IN WRITING TO:

MI CS NEWS
400 SOUTH PINE STREET
P.O. Box 30002
LANSING, MI 48909